



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY TREASURER

CLERK 12MAY30PM 2:13

Mr./Ms./Mrs.
Name Kukta Debbie Sue
(Last) (First) (Middle)

Residence
Address _____ Phone: Re _____
_____ Zip Code _____

Resident of Burbank for 54 Years Burbank Registered Voter: Yes X No _____

Fax No. _____ E-Mail Addr: _____

*****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Treasurer unless he/she is an elector of and actually lives in the City.***

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Cal State University, Northridge	Business Administration	6/3/1980 / Bachelor of Science

Additional Pertinent Courses or Training: See Attached

Other Pertinent Skills, Experience or Interests: See Attached

Employment Information:

Present Occupation: President

Name of Firm: KO Properties, Inc.

Address: 1835 Dana Street, Glendale, CA 91201

Telephone: (818) 241-9952

Specify current or prior service on a City Board, Commission or Committee:

See Attached

APPLICANT'S NAME: Kukta, Debbie Sue

List community activities in which you are involved:

See Attached

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

See Attached

What are your goals in serving as the City Treasurer?

See Attached

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information provided in this application and any accompanying documents is true and correct to the best of my knowledge.

5/30/12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**

Debbie S. Kukta, CPA, CGMA
Addendum: CITY OF BURBANK Application for Appointment to City Treasurer

Additional Pertinent Courses or Training:

I have studied the "Local Agency Investment Guidelines" published by the *California Debt and Investment Advisory Commission* as well as the following City documents/reports:

- 2012 Statement of Investment Policy
- Report made by City Treasurer Donna Anderson to the City Council, dated January 19, 2012
- Report made by City Treasurer Donna Anderson to the City Council, dated July 20, 2011

Other Pertinent Skills, Experience or Interests:

- Over 25 years cash management and risk management experience in the private sector
- Performed financial and compliance audits during my four years in public accounting, including audits of several municipalities, redevelopment agencies and other city-related entities; list of cities, including their related agencies, includes the City of Commerce, Chino, Thousand Oaks and Glendale
- Seven years experience serving as an elected official: Board Member for the Burbank Unified School District

Specify current or prior service on a City Board, Commission or Committee

- Athletic Fields Oversight Committee
- Athletic Fields Fund-Raising Committee
- City of Burbank Community Centennial Committee
- 100 Best Communities for Young People
- Board Member, Burbank Unified School District (currently in the third year of my second four year term)

List community activities in which you are involved:

- Verdugo Workforce Investment Board (past Chairperson)
- Verdugo School-to-Career Coalition
- Burbank Noon Kiwanis
- National Charity League, Burbank Chapter
- Industry Education Council
- Burbank Family YMCA Audit Committee Chair
- Burbank High School Academy of Finance Advisory Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

- Certified Public Accountant (CPA)
- Chartered Global Management Accountant (CGMA)
- During my 28 years with Trojan Rivet/KO Properties, cash management and risk management were and are my sole responsibility; in combination with setting up investments at other financial institutions, I worked with our advisor from Merrill Lynch, setting up a sweep account, laddering short and long term investments in order to maximize returns on surplus funds, managing cash flow and ensuring that cash requirements were met
- Serve on the subcommittee of the School Board responsible for developing and updating the investment policy for monies set aside for employee retirement medical benefits as addressed in GASB 45
- Skilled in Microsoft Office, particularly Word and Excel

What are your goals in serving as the City Treasurer?

My goals as City Treasurer would be:

- To promote the use of reliable, diverse, and safe investment instruments to ensure a prudently managed portfolio worthy of public trust
- To manage the portfolio in compliance with the Investment Policy adopted by the City Council with the goal of maximizing returns while protecting the City's investment
- To use my professional skills and knowledge of finance to serve the City where I have lived for 54 years, my entire life

Debbie S. Kukta, CPA, CGMA

Objective

Burbank City Treasurer – allowing me to use my professional skills and financial knowledge to serve the city I have lived in all my life

Profile

Dedicated, skilled professional with over 30 years of experience in business. Four years in public accounting, performing certified audits; over 25 years experience serving as vice president/president of a manufacturing company. Currently serving as president of a property management company and in my eighth year as a board member for the Burbank Unified School District.

Professional Experience

KO Properties, Inc. (Previously Trojan Rivet Corporation)

1984 to Present President – March 2001 to present
Vice President – January 1984 to March 2001

Responsibilities: Financial reporting/accounting, cash management, risk management, payroll, quality control, regulatory compliance

Peat, Marwick, Mitchell & Co.

1980 to 1984 Positions held: Assistant Accountant, Staff Accountant, Senior, Supervising Senior
Responsibilities: Conducting and supervising certified and compliance audits with multiple industry expertise (municipalities, insurance companies and brokerages, banks, manufacturers)

Public Service

Board Member, Burbank Unified School District Term: May 2005 to Present

Board Member, Verdugo Workforce Investment Board (Previously Verdugo Private Industry Council) Term: November 1999 to Present (3-Year Chairperson)

City/Community Committees/Activities

Athletic Fields Oversight Committee ♦ Athletic Fields Fund-Raising Committee ♦ City of Burbank Community Centennial Committee ♦ 100 Best Communities for Young People ♦ Verdugo School-to-Career Coalition ♦ Burbank Noon Kiwanis ♦ National Charity League (Burbank Chapter) ♦ Industry Education Council ♦ Burbank Family YMCA Audit Committee Chair ♦ Burbank High Academy of Finance Advisory Board

Education

California State University, Northridge

Bachelor of Science, Business Administration, 1980 (Magna Cum Laude)

- Beta Gamma Sigma
- Beta Alpha Psi
- Accounting Association (Co-Director – Alumni Relations)

Licensed to practice public accounting in California; California Real Estate Brokers License

Professional Organizations

- California Society of Certified Public Accountants
- American Institute of Certified Public Accountant